CDM Certification and Apprentice Tutorial

NATIONAL DEFENSE INDUSTRIAL ASSOCIATION

STRENGTH THROUGH INDUSTRY & TECHNOLOGY

CONFIGURATION & DATA MANAGEMENT • PROFESSIONAL CERTIFICATION • ENGINEERING DRAWINGS • ISO9000 • SPECS & STANDARDS • GLOBAL EXPANSION •
INTERNATIONAL
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COMMERCIAL

NDIA Technical Information Division

CDM Certification and Apprentice Tutorial

Introduction

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CDM Certification and Apprentice Tutorial

Background

- Certification initiated in 1990 by ADPA (the predecessor association to NDIA)
- Modeled after successful certification programs in medical professions, and other disciplines such as logistics, quality, contract management, etc.
- Common aspect among all ***viable*** programs is their insistence that high levels of professional competence result from two sources:

Knowledge and Experience

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Background (Cont'd)

- ***Knowledge*** **can be gained in several ways; formal education, seminars, self study, job assignments, on-the-job training, etc.**

HOWEVER

- ***Experience*** **can *only* be gained by actual performance**

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Background (Cont'd)

This is why recognized and respected certification programs in any discipline require individuals to demonstrate their knowledge, and possess the needed experience to become certified. For example, to become board certified as a surgeon one must have performed successful surgery of the specified type for the required number of times; and separately demonstrate their knowledge.

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Milestones

- 1990: ADPA sponsors Technical Information Division CM and DM certification
- 1990: Limited 'Grandfather' CM and DM Certification initiated, based on experience
- 1991 - 1995: Certification by examination offered separately in CM and DM disciplines at Manager and Specialist levels; exams based primarily on DoD methodology

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Milestones (Cont'd)

- **1996: Separate CM and DM Certifications combined into one CDM Certification**
- **1996 on: Exams based on prevalent Industry, International and government standards; Exams modified to emphasize essay questions in addition to objective questions**
- **1997: ADPA/NSIA merge to become NDIA**
- **2000: NDIA International CDM Certification initiated with first exams in United Kingdom**

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NDIA Process

- **NDIA Certification requires that applicants meet the following requirements:**
  (1) *Pay fee; (2) Submit CDM experience resume; and (3) Demonstrate CDM knowledge on exam*

- **This process requires significant effort by the candidate**

- **Examination is not difficult, *but; the CDM discipline is broad*, and candidates need to prepare and apply themselves**

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- Following charts focus on CDM Certification; but

  also apply to the CDM Apprentice program

- The significant difference is that the Apprentice only requires a minimum level of experience
- The Apprentice exam is much easier even though the subject matter is the same

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NDIA Process

2005 Fee Structure

- **Examination fee: $250.00**
- **Required one year NDIA individual membership: $30.00**
- **Examination retake fee (if needed): $100.00 (Valid for 24 months from date of first exam)**

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NDIA Process

Provide CDM Experience Resume

- **Requirements:**
  - **Apprentice: about 1 Year CDM Experience**
  - **Specialist Certification: 5 Years CDM Experience**
  - **Manager Certification: 10 Years CDM Experience**
- **Applicants document in a resume their combined CM and DM activities during various work assignments**
- **Resume reviewed, and verified (as appropriate) by two Technical Information Division certified board members**

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NDIA Process

Demonstrating Knowledge: The Examination

- ***Basic philosophy*: examination attempts to determine an individual's knowledge, Not their ability to memorize references**
- **Includes questions on hardware, software and many data management subjects**
- **Administered in four parts, each with defined subject matter**
- **Questions in essay and objective formats**

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NDIA Process

Demonstrating Knowledge: The Examination

- Exam envelope: 8:00 AM to 4:30 PM, with between parts and lunch breaks
- No reference materials may be used
- Administered only by TID Certified board members who are responsible for security and integrity of the examination
- Passing score: 70% (achieve 280 of the maximum 400 points)

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NDIA Process

Demonstrating Knowledge: The Examination

- Scoring performed by *volunteer* Scoring Teams (6 or more NDIA certified individuals)
- Team has *complete scoring authority,* including the ability to 'throw-out' questions judged inappropriate or invalid
- *Objective questions:* Scored using the TID consensus scoring key
- *Essay questions:* Scored independently and subjectively by three team members with final score assigned by team lead

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The Certification Award

- Certifications are signed by NDIA Director of Operations, TID Chair, and TID Certification Section Chair
- NDIA Director of Operations congratulatory letter accompanies each certification
- Name of each person certified annually printed in *National Defense* magazine
- Name of all certified individuals entered in the 'Book of Honor' at NDIA HQ

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Other Certification Activities

Certification/Apprentice Preparation Course

- A preparation course is presented annually at various conferences (GEIA, ACDM)
- Course also presented upon request by companies or groups of individuals
- Provided by NDIA because many applicants report ***their organization has no training*** designed to help prepare the staff for Certification or Apprentice

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CDM Certification and Apprentice Training

Other Activities

Promoting the NDIA CDM Certification and Apprentice Programs

- Publication of promotional documents Advertising in selected publications
- Certification and Apprentice Study Guides
- Examination schedules
- Briefing organizations and companies interested in the program

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Program Strengths

- **NDIA Certification is widely recognized as the industry leader; and is the *single CDM certification* adhering to high standards maintained by other successful programs (i.e. maintaining the requirement that candidates must):**
  - **Meet established experience levels**
  - ***Successfully Demonstrate CDM knowledge* by passing the examination**

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Program Strengths (Cont'd)

Because of these standards;

- **those who earn NDIA Certified Configuration and Data Manager (CCDM) or NDIA Certified Configuration and Data Specialist (CCDS) are recognized as *professionals* within the discipline.**
- **Those who earn NDIA CDM Apprentice level are recognized as serious individuals on their way toward CDM professional status when they have required experience to apply for Certification**

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Program Strengths (Cont'd)

- NDIA Certification has been developed over time by hundreds of experienced and respected CDM professionals, many of whom continue to provide guidance and support

- The examination always reflects current trends in CDM, and is based on the most prevalently used industry, international, and government guidance documents

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Program Strengths (Cont'd)

- Examination focus is on practical, real world CDM subjects using both objective and essay type questions
- No reference document memorization is needed (or recommended)
- Many exam questions may be successfully addressed based on an individual's CDM experience

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Recertification Program

- A 'Re-certification' program was initiated in January 2003; it provides a method to be recertified five years after the original certification, for the following reasons:
  - Rapidly changing CDM applications and guidance stds. require current knowledge
  - To enhance the quality of CDM participants by eliminating those who have chosen to leave active participation in the discipline

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Re-Certification Program (Cont'd)

- Re-certification may be applied for and accomplished by:
  - (1) Retaking the examination

    or
  - (2) Documenting the following:
    - Completing recognized CDM training courses
    - Conducting CDM training courses
    - Continuing activity in a CDM job
    - Participation in conferences with CDM focus

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Re-Certification Program (Cont'd)

- TID board members review and evaluate applications and submitted documentation
- Upon approval, a re-certification is issued valid for an additional five years
- There is an NDIA fee of $200.00, if membership is current
- Those choosing not to be re-certified still retain their prior certification; ***however***, it is considered a "**non-current" certification**

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Recertification Program (Cont'd)

- All NDIA certifications issued subsequent to 1 January 2003 have expiration dates five years from date of issue (date of exam)
- Complete information is at: ndia.org (see Recertification Plan)

or contact

- Dick Thomas or any TID Board Member

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NDIA Certification/Apprentice

Conclusions

Program success has surpassed expectations and resulted in the following:

- **As of 1 January 2005, over 1500 CDM professionals have earned NDIA Certification, and 29 have earned NDIA CDM Apprentice status**
- **These NDIA Certified individuals provide a quality base within the discipline that enhances the CDM professional environment for all practitioners**

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